

JOBLINE
Long Island Library Resources Council
627 N. Sunrise Service Rd
Bellport NY 11713-1540
Tel: 631-675-1570 Fax: 631-675-1573

LILJOBS

LONG ISLAND LIBRARY JOBLINE SERVICE

JOBLINE GUIDELINES

Information for employers:

1. The Jobline is maintained by the Long Island Library Resources Council as a service to the libraries in Nassau and Suffolk counties. Job listings are posted on the LILRC homepage at www.lilrc.org.
2. All job openings for all types of libraries may be listed, including full- and part-time, professional and support staff.
3. Job listings may be e-mailed to director@lilrc.org (preferably in Word format), or, our form (<http://www.lilrc.org/pdf/jobline.pdf>) may be used to send your job listing by mail, or fax to 631-675-1573.
4. Listings will be retained for two weeks, unless you ask us to delete a message after one week. Listings must be received at LILRC by Friday for posting on the website beginning the following Tuesday. If you do not want a listing to run for the second week, notify LILRC before noon Monday. If you wish to run the announcement for a second two-week period, please notify LILRC before noon Monday.
5. There is no charge for this service. LILRC provides this program in support of the library community.
6. The salary figure does not have to be listed, but we must be assured that all job openings posted meet the latest minimum starting salary levels as adopted by the county library associations.
7. No "job wanted" listings will be accepted.
8. Job listings are posted at <http://www.lilrc.org/jobs/joblistings.php>

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JOB LISTING FORM

LILJOBS
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Ph: 631-675-1570
Fax: 631-675-1573

Name of Employer

Contact Person

Address

Telephone

City/State/Zip

Date Listing Submitted

Date Position to be listed _____

Title of Position _____

Salary (optional) _____ (____) Full Time (____) Part Time

Description _____

Responsibilities _____

Required

Qualifications _____

Preferred Qualifications _____

Working

Environment _____

Application Deadline _____

Application Instructions _____

Apply To _____

This form may be used to list a job with LILJOBS by mail, or fax to 631-675-1573. Listings may also be sent to LILRC by e-mail to director@lilrc.org (preferably in Word format.)

For a position to be listed beginning Tuesday, it must be received by Friday: all others will be listed the following week. If you do not want a listing to run for the second week, please notify LILRC before noon Monday. If you wish to run the announcement for a second two-week period, please notify LILRC before noon Monday.

Thank you for listing a job opening with LILJOBS.

For current job listings, check the LILRC homepage at <http://www.lilrc.org/jobs/joblistings.php>.